



Division of Special Education and Student Services

IDEA Annual Plan Overview

2017-2019 Award Year

February 2017

Where to Start?

- **Superintendent's Memorandum #311-16, released December 16, 2015**
 - http://www.doe.virginia.gov/administrators/superintendents_memos/2016/311-16.shtml
- **Due May 12, 2017**
- **2017-2019 Award Amounts**
 - Use FFY2016 award amounts to prepare projected budgets
 - Amounts for 2017 Haven't Been Released by the US Dept. of Education's Office of Special Education Programs (OSEP)

Key Planning Points

- **Read and discuss the Application requirements** (*may want to refer to previous applications*)
- **Meet with key personnel in the offices of finance, instruction, and the superintendent;** (*recommend doing early in the school division's budget development cycle*)
- **Gain access to**
 - Single Sign-on for Web Systems-SSWS (initiated locally); and
 - Online Management of Education Grant Awards-OMEGA

omega.support@doe.virginia.gov

Section Contacts

- **Annual Plan/Part B Flow-Through Application process:**
 - Tracie Coleman, special education budget and finance manager, at Tracie.Coleman@doe.virginia.gov or (804) 225-2704;
- **Special education in local and regional jails:**
 - Ellen Harrison, education coordinator, at Ellen.Harrison@doe.virginia.gov or (804) 225-2709;
- **State-operated programs:**
 - Hank Millward, director, special education facilities & family engagement, at Hank.Millward@doe.virginia.gov or (804) 371-0525;
- **Application for Section 611 flow-through funding:**
 - Sherry Hubbard, financial specialist, at Sherry.Hubbard@doe.virginia.gov or (804) 225-2339;
- **Application for Section 619 preschool funding:**
 - Dawn Hendricks, special education specialist, at Dawn.Hendricks@doe.virginia.gov or (804) 225-2675;
- **Uploading or entering data via OMEGA:**
 - Omega Support at omega.support@doe.virginia.gov

Required Components

- The Superintendent's Certification
- Policy Statements
- Statement of Assurances
- Special Education in Local and Regional Jails
- The Report on the Implementation of the 2015-2016 Plan
- Maintenance of Effort Eligibility
- Excess Costs *(Will be collected separately using online application)*
- Coordinated Early Intervening Services and Proportionate Set-Aside
- The Application for Use of Federal Funds for Sections 611 and 619

Excess Costs

- Except as otherwise provided, amounts provided to an LEA under Part B of the Act may be used only to pay the excess costs of providing special education and related services to children with disabilities.
 - Excess costs are those costs for the education of an elementary school or secondary school student with a disability that are in excess of the average annual per student expenditure in an LEA during the preceding school year for an elementary school or secondary school student, as may be appropriate.
 - An LEA must spend at least the average annual per student expenditure on the education of an elementary school or secondary school child with a disability before funds under Part B of the Act are used to pay the excess costs of providing special education and related services.
-
- **Look for future Superintendent's Memorandum**

Enable Macros

The screenshot shows an Excel window with a yellow security warning bar at the top. The bar contains a warning icon, the text "Security Warning Application add-ins have been disabled.", and an "Enable Content" button. Below the bar, the formula bar shows "B10" and a function icon. The main worksheet area has a light blue background and contains the following text:

Welcome to the 2017-2018 Special Education Annual Plan/Part B Flow-Through Application in Excel.
Please Select your entity name

Below this text is a white rectangular drop-down menu. A yellow tooltip box is positioned to the right of the menu, containing the text: "Please select a Division Name from the available drop down list. This will also populate your division and region numbers."

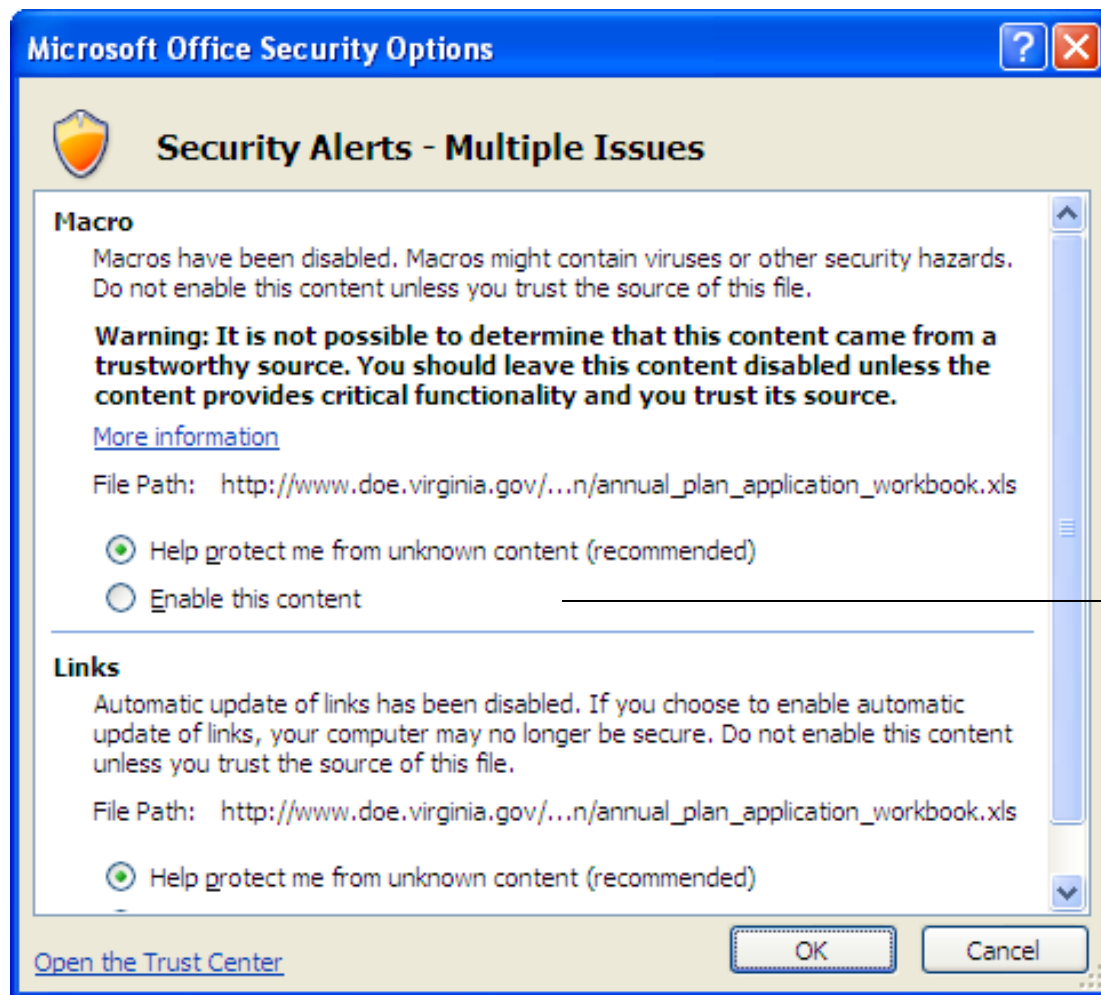
At the bottom left of the worksheet, the text "NOTE: Must Enable Macros to Proceed." is displayed.

The Excel status bar at the bottom shows the text "Welcome" next to a small icon.

**Select
Enable
Content to
Activate
Macros**

**Macros must be
Activated prior to
Selecting your
Division's Name
from the Drop Down
List.**

Enable Macros



Depending upon the version of Microsoft Excel, this particular screen may not appear.

Select Enable this Content

Select Division or SOP Name

Welcome to the 2017-2018 Special Education Annual Plan/Part B Flow-Through Application in Excel.
Please Select your entity name

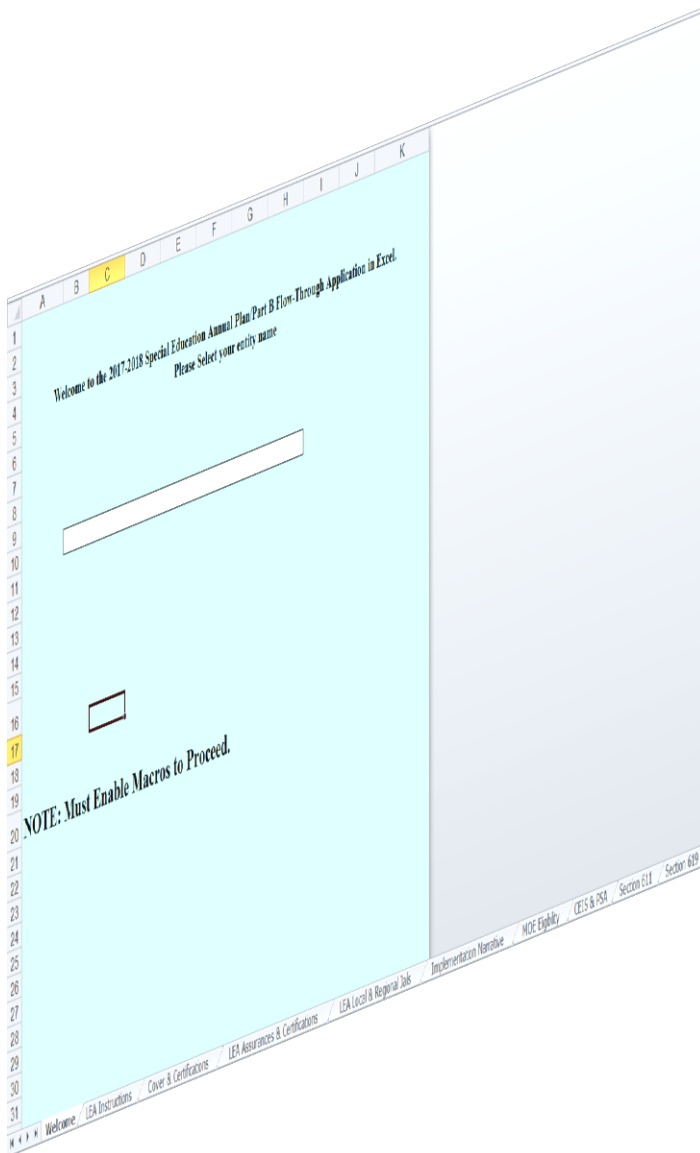
Please select a Division Name from the available drop down list. This will also populate your division and region numbers.

NOTE: Must Enable Macros to Proceed.

Welcome

Once Macro's are Activated,
Click the Dropdown
Arrow to Select
Your Division's
Name

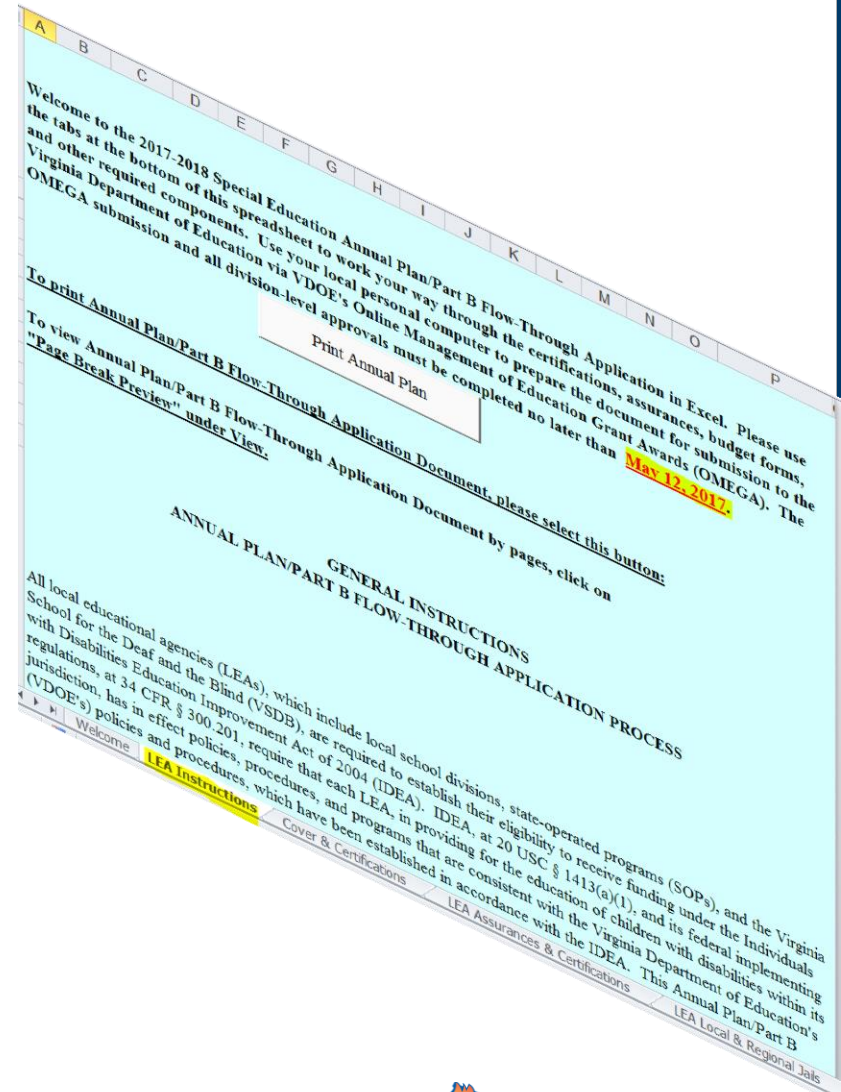
Workbook Tabs



- **Welcome**
- **LEA Instructions**
- **Cover & Certifications**
- **LEA Assurances & Certifications**
- **LEA Local & Regional Jails** *(Not applicable for SOPs)*
- **Implementation Narrative**
- **MOE Eligibility** *(SOPs will submit separately)*
- **CEIS & PSA** *(Not applicable for SOPs)*
- **Section 611**
- **Section 619**

LEA Instructions

- Be Sure to Read Instruction Pages for Guidance
- Includes Contact Names and Numbers
- Includes Important Links
- Provides Instructions for Accessing SSWS and OMEGA
- Includes How-To Instructions for Submitting the Application
- Includes Budget Development Guidance



Cover & Certifications

- Provide Contact Information, including phone number and email
- Must Include Date Approved by School Board
- Must Include Date Approved by Superintendent
- Type Name of Superintendent
- Retain Signed Copy for Audit Purposes

VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES

Local Special Education Annual Plan/Part B Flow-Through Application and Re
2017-2018

Division and Contact Information - to be Completed by School Division
Questions regarding this plan should be directed to the Division of Special Education and Student Services.

Division Applicant Name (Legal Name of Agency) LEA Number DUINS
Mailing Address (Street, City or Town, Zip Code)
Region: E-mail: Phone (ext): Fax: Numbers Only Ext. Numbers Only

SUPERINTENDENT'S CERTIFICATION

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2017-2018 grant award, this School Division will:

- (1) Part B of IDEA, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.;
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia

I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this Application for Part B Funds under the provisions of IDEA, was approved by the School Board on

Division Superintendent (Signature) _____ Date _____

Typed Name _____ Date _____

Select Original for first submission through OMEGA
Select Revision if original submission is denied for changes

Enter dates approved and type name of Division Superintendent in the highlighted

LEA Assurances & Certifications

- Includes a Listing of Assurances the Division must Ensure are In Place
- Includes Section 427 of the General Education Provisions Act (GEPA) Requirement and Identification of Barriers (i.e., limiting access based on Gender, Race, National Origin, Color, Disability or Age)

Division Number: _____

IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF STEPS TO OVERCOME THEM IN ACCORDANCE WITH PROVISIONS IN SECTION 427 OF THE GENERAL EDUCATION PROVISIONS ACT

Applicants for federal assistance are required under Section 427 of Title II, the *General Education Provisions Act* (GEPA), enacted as a part of the *No Child Left Behind Act of 2001* amendments to the *Elementary and Secondary Education Act of 1965*, to address equity concerns that may affect full participation of potential program beneficiaries (teachers, students or parents) in designing their federally-assisted projects. Section 427 requires identification of barriers to full participation, if any, and a description of steps taken, or that will be taken to overcome them. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Choose One:

☐ Division has no barriers

☐ Division has barriers (Please provide explanation in the space provided)

Page 5

OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION

Welcome / LEA Instructions / Cover & Certifications / **LEA Assurances & Certifications**

LEA Local & Regional Jails

- Only Applicable for LEAs with Regional or Local Jail in its Jurisdiction
- Establish an Interagency agreement with the Sheriff or Jail Administrator Responsible for the Operation of the Jail.
- The Interagency Agreement shall Address Staffing and Security Issues Associated with the Provision of Special Education and Related Services in the Jail. Should Review your Agreement Annually.
- Existing Interagency Agreement will Remain in Effect Until Revisions are Made
- Only Submit Interagency Agreement if Revised.

The image shows a screenshot of a web form titled "2017-2018 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS". The form is light blue with black text. At the top, there are fields for "School Division:" and "Division Number: Region:". Below this, a paragraph states: "Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually." The main section is titled "Interagency Agreement" and contains a field for "Name of Local or Regional Jail:". Below this, there are two numbered questions: "1. Is there a local or regional jail located within the geographic boundaries of your school division?" and "2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?". There are input boxes for "Yes" and "No" for both questions. A link "Instructions for Users: state box" is visible at the bottom left of the form area.

Division Number _____

School Division: _____

REPORT ON IMPLEMENTATION OF THE 2015-2016 ANNUAL PLAN

Submit a report indicating the extent to which the annual plan for the 2015-2016 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

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- VIRGINIA DEPARTMENT OF
EDUCATION

MOE Eligibility

• LEAs Required to Meet MOE Eligibility Requirements

- *Budget, in each subsequent year, at least the same amount actually spent in the most recent fiscal for which information is available, subject to the Subsequent Years Rule*
- If don't meet using one of the four tests available, LEAs can provide allowable exceptions information for consideration
- LEAs are not required to meet the same method as was used under the compliance standard

School Division Number:

Maintenance of Effort

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e.g. 2015 - 2016) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is not required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must be reviewed and confirmed by the division's fiscal officer.

Local		State	
School Year 2017-2018 (estimated/projected)		School Year 2017-2018 (estimated/projected)	
Dollar \$ <u> </u>		Dollar \$ <u> </u>	
School Year 2017-2018 (estimated/projected)		School Year 2017-2018 (estimated/projected)	
Per Capita <u> </u>		Per Capita <u> </u>	

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2016-2017) and that the LEA reasonably expect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2016-2017). Please describe which allowable exceptions and adjustments will be used and provide the corresponding dollar amount. For additional guidance, refer to:
http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml

NOTE: The Dec. 1, 2016 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. The Division must budget the same or higher amounts to meet the MOE eligibility requirements using either dollar or per capita amounts.

(NEW) SOP MOE Eligibility

- **SOPs will be Required to Meet MOE Eligibility Requirements**
 - *Additional information will be shared at a later date concerning this federal requirement*

School # _____ Division Number: _____

Maintenance of Effort

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e.g. 2015 - 2016) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is not required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must be reviewed and confirmed by the division's top administrative officer.

Local		State	
School Year 2017-2018 (estimated/projected)		School Year 2017-2018 (estimated/projected)	
Dollar \$		Dollar \$	
School Year 2017-2018 (estimated/projected)		School Year 2017-2018 (estimated/projected)	
Per Capita		Per Capita	

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2016-2017) and that the LEA, reasonable aspect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2016-2017). Please describe which allowable exceptions and adjustments will be used and provide the corresponding dollar amount. For additional guidance, refer to:
http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml

NOTE: The Dec. 1, 2016 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. The Division must budget the same or higher amounts to meet the MOE eligibility requirements using either dollar or per capita amounts.



CEIS & PSA

- Each LEA shall ensure CEIS and PSA requirements have been addressed
 - Provide Narrative
 - Provide Preliminary Budget
- Additional Information May Be Required at a Later Date
- CEIS impacts MOE under provision 300.205

School D _____ Division Number: _____ Region: _____

2017-2018 SPECIAL EDUCATION CEIS AND PROPORTIONATE SET ASIDE

Each local school division shall ensure Coordinated Early Intervening Services and Proportionate Set-aside requirements have been addressed.

Is your school division required to set aside 15% or voluntarily setting ☐ *Enter Yes or No*

If yes, provide narrative of how funds will be used. An information packet requesting additional information will be sent at a later time.

If Yes, explain how funds will be used and enter proposed budget amounts in CEIS Columns below.

If No, skip to next

Is your school division required to set aside funds for parentally-placed students in private schools or students identified during the year ☐ *Enter Yes or No*

If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (spreadsheet).

If Yes, explain how funds will be used and enter proposed budget amounts in PSA Columns below.

If No, explain why the division is not required to set

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-	(D) CEIS	(E) Proportionate Set-
Personal Services	1000				
Employee Benefits	2000				
Purchased Services	3000				
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
TOTAL PROPOSED BUDGET		0.00	0.00	0.00	0.00

Section 611

- Consists of Three (3) Pages
 - Page 1 Complete Only if Submitting a Joint Application
 - Page 2 Includes Two Narrative Sections
 - Personnel and Non-Personnel Sections
 - Provide Number of FTE and Describe the Positions and Activities Supported Fully or Partially with 611 Funds
 - Use 8000 Object Code if Items Cost > \$5000 Each
 - Section F under 'Instruction' tab Provides Additional Information
 - Page 3 Include a Budget Summary by Object Code

Scho. _____ Division Number _____

Virginia Department of Education
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET
Part B, Section 611, Flow-Through Funds (July 1, 2017-September 30, 2019)

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report - Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-	(F) Total Budget
Personal Services	1000				
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
TOTAL PROPOSED BUDGET		0.00	0.00	0.00	0.00
Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.					
Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):					

Section 619

- Consists of Three (3) Pages
 - Page 1 Complete Only if Submitting a Joint Application
 - Page 2 Includes Two Narrative Sections
 - Personnel and Non-Personnel Sections
 - Provide Number of FTE and Describe the Positions and Activities Supported Fully or Partially with 619 Funds
 - Use 8000 Object Code if Items Cost > \$5000 Each
 - Section F under 'Instruction' tab Provides Additional Information
 - Page 3 Include a Budget Summary by Object Code

Division Number _____

School Div _____

Virginia Department of Education
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION
PROPOSED GRANT BUDGET
 Part B, Section 619, Preschool Funds (July 1, 2017–September 30, 2019)

Description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-	(F) Total Budget
Personal Services	1000				
Employee Benefits	2000		0.00	0.00	0.00
Purchased Services	3000		0.00	0.00	0.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
TOTAL PROPOSED BUDGET		0.00	0.00	0.00	0.00
<small>Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.</small>					
<small>Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, number of people):</small>					

Important Reminders

- **Ensure procurement practices conform to Federal and State laws and standards**
- **Travel should be within state/federal per diem rates (can use local rates if more restrictive)**
- **LEAs must document time & effort in accordance with Uniform Guidance (previously, OMB Circular A-87) for employees funded from IDEA grant sources**
- **LEAs must maintain financial & programmatic records as required by Federal & State law.**
- **General Rule – Sole Use of property purchased with Part B funds.**
- **LEAs must maintain a physical inventory or accurate records of property purchased with IDEA, Part B funds (Ipads, computers, etc.,).**

Additional Advice

- **Ensure the Budget in Narrative Section Agrees with Budget in Summary Section**
- **Ensure Sufficient Detail is Provided to Confirm Planned Fund Uses are Allowable within IDEA**
- **Ensure Public Comment Period Has Been Met**
- **Ensure the Annual Plan is Reviewed by Local SEAC, Superintendent, and School Board**
- **Submit SOP Annual Plan by March 17, 2017**
Scheduled for review by SSEAC April 28, 2016
- **Submit LEA Annual Plan by May 12, 2017**

Prior to Submission

- **Each school division shall**
 - Review Application with its local special education advisory committee (LSEAC);
 - Submit Application to the local school board for approval.
 - SOPs are required to have their Applications reviewed by the State Special Education Advisory Committee (SSEAC).
 - The VSDB is required to submit its Application to its board for approval and then to have it reviewed by the State Special Education Advisory Committee (SSEAC).
- **Have Superintendent to Sign the Application**
(Maintain Signed Copy for Audit Purposes)
- **The Application must be completed and submitted electronically.**

Throughout the School Year?

- **Spend Funds in Accordance with Approved Application**
 - Submit Application Amendments, if major changes to how funds are being used
 - Submit Budget Amendments, if necessary for changes in spending within budget categories
- **Submit Timely Reimbursement Requests**
- **Maintain Time & Effort Reports and other Supporting Documentation**

When in Doubt...Call or E-mail

- 611 Primary Contact – Sherry Hubbard, 804-225-2339
Sherry.Hubbard@doe.virginia.gov
- 619 Primary Contact – Dawn Hendricks, (804) 225-2675
Dawn.Hendricks@doe.virginia.gov
- Regional Jails Primary Contact – Ellen Harrison, (804)-225-2709
Ellen.Harrison@doe.virginia.gov
- CEIS Planning – Joseph Wharff, (804) 225-3370 *(replacing Tom Manthey)*
Joseph.Wharff@doe.virginia.gov
- CEIS Determination – Angela Phenicie, (804)-371-7582
Angela.Phenicie@doe.virginia.gov
- 619 & CEIS Budget Contact – Pat Brooks, (804) 786-9153
Patricia.Brooks@doe.virginia.gov
- MOE & PSA Contact – Emily Boothe, (804) 225-2701
Emilia.Boothe@doe.virginia.gov
- SOP Contact – Hank Millward, (804) 371-0525
Hank.Millward@doe.virginia.gov
- Contact – Tracie Coleman, (804) 225-2704
Tracie.Coleman@doe.virginia.gov
- OMEGA Contact – 804-371-0993
Omega.Support@doe.virginia.gov

Conclusion